
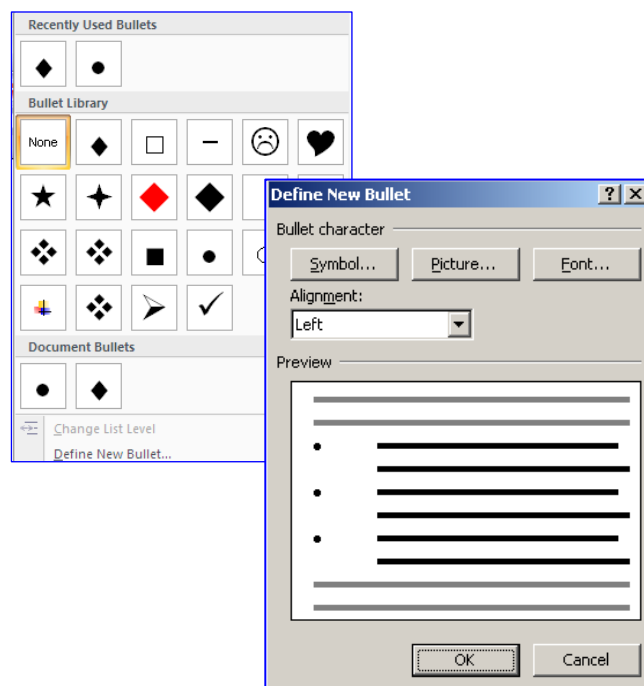


BULLETED LISTS

Create a one-level bulleted list

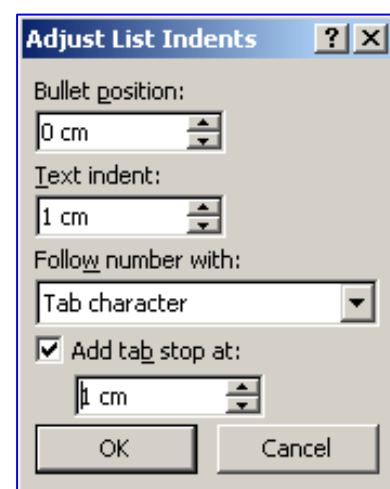
Option #1: Type the text first:

- **Type the list** of items you wish to apply bullets to.
- **Select the list** of items
- On the **home tab, paragraph grouping**
- Click the **arrow** beside the **Bullets button**  in the **paragraph grouping**.
- Click **define new bullet**
- In the new window: change the **bullet shape, colour and size**



To adjust list indents

- **Select text.**
- **Point cursor on the selection and right mouse click**
- Choose **adjust list indents**
- Set **bullet position** to **0 cm**
- Set **text indent** to **1 cm**
- **Follow number with tab character**
- **Click check box to add tab stop. Adjust to 1 cm** (same as where the text indent was set)



Option # 2: Turn on bullets first.

Using the system above, set up the bullet layout before beginning to type.

Type the text. Press enter every time you wish to get a new bullet to appear at the left margin.

Option # 3: Auto formatted list

Word can automatically create a bulleted list as you type:

- **Type *** (asterisk) to start a bulleted list
- Press **spacebar** or the **tab key**.
- Type text, pressing enter when a new bullet is to appear. (adjust spacing by using the method above)

SPECIAL NOTES

- **Press enter twice** to finish a bulleted list
- **Choose a separate a list** - Select text, Right click and if you choose to separate lists

TROUBLE SHOOTING

If bullets and numbering do not begin automatically:

- Click the **Microsoft Office Button**
- Click **Word Options**
- Click **Proofing**.
- Click **AutoCorrect Options**
- Click the **AutoFormat As You Type** tab.
- Under **Apply as you type**, select the **Automatic bulleted lists** check box and the **Automatic numbered lists** check box. Tick these on.